

Process Name: Personnel Administration		Process Identifier: PA	
Sub-Process Name: Longevity		Sub-Process Identifier: PA-8	
Sub-Process Purpose and Objectives: Management of longevity payments, and maintenance of longevity information			
Sub-Process Description: The process of reviewing and updating longevity information may begin in one of two ways. First, the process may be initiated when an agency identifies a potential error and forwards this information to Personnel. Second, Personnel receives a monthly report that identifies longevity payments to be made that month. These are reviewed for potential errors. Once the potential error is identified, Personnel and the agency review the data and make any required adjustments to the employee's longevity information. If this results in a manual longevity payment to the employee, the agency is notified and they create a supplemental payment transaction, which is then processed, in the next payroll run.			
Longevity credit is determined monthly based on whether the employee was on paid status for the major portion of the month. If not, the longevity due date is advanced one month.			
Sub-Process Trigger(s): <ul style="list-style-type: none">Longevity payments duePossible error in longevity dates identified		Key Sub-Process Participants: <ul style="list-style-type: none">PersonnelAgency	
Inputs:			
Input	Format	Volume/Time	Suppliers
Personnel master file	Database	45,000 active employees	Personnel and agency users
Changes to longevity information	Transaction form		Agency, Personnel
Longevity payment report	Report		Personnel, Agency
Outputs:			
Output	Format	Volume/Time	Recipients
Updated personnel records	Database		Personnel and agency
Supplemental data	Online		Payroll

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Performance Measures Tracked:			
Measure		Approx. Value	Target Value
Laws, Regulations, and Policies That Govern Sub-Process:			
TCA 8-23-206			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS		In house developed, COBOL, IBM mainframe, IMS	



